



Natural Resources Conservation Service  
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**WEST VIRGINIA BULLETIN NO:** WV360-6-8

**SUBJECT:** PER – Incident Command Training

**Purpose:** To inform employees of the Incident Command Training

**Purpose:** To provide guidance to West Virginia employees regarding Incident Command training.

**Expiration Date:** October 2, 2006

**ACTION REQUIRED BY SEPTEMBER 15, 2006**

**Background:** Homeland Security Presidential Directive 5 (HSPD-5) states that Federal departments and agencies will implement protocols to prevent, prepare for, respond to, and recover from domestic incidents, whether they are natural or manmade.

**Explanation:** All West Virginia employees are required to complete Incident Command Training by September 15, 2006. Training is conducted online through AgLearn for ICS 100 and ICS 200.

- ICS 100 – Introduction to Incident Command Systems  
This course is a Web-based entry-level course that introduces students to the ICS organization, basic terminology, common responsibilities, and ICS principles and features. This course provides the foundation for personnel to function appropriately in the performance of emergency incident related duties and employees who wish to improve their understanding of ICS. ICS-100 is a pass/fail course where a minimum passing score of 70 percent must be achieved. Completion of ICS-100 is a prerequisite for additional ICS training. Approximate course length is one and one half hours.
- Incident Command System 200  
This course is designed to enable personnel to operate efficiently during an incident or event within ICS. ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.



· Introduction to National Incident Management Systems  
This course is an introduction to the National Incident Management System (NIMS). This course provides an overview of NIMS, content includes Command and Management, Preparedness, Resource Management, Communications and Information Management, Supporting Technologies, and Management and Maintenance.

**All West Virginia employees are required to take ICS-100.**

**All Principle Staff, ASTC-FOs, EWP Manager, EWP Coordinator, District Conservationists, and RC&D Coordinators are required to take ICS-200.**

**The State Conservationist, EWP Manager, and EWP Coordinator are required to take “Introduction to National Incident Management Systems” (IS-700).**

**Whether you are required to take one, two or three courses, this training must be completed by September 15, 2006.**

As you complete the training, send a copy of the certificate document to Lonnie Williams in Human Resources at [lonnie.williams@wv.usda.gov](mailto:lonnie.williams@wv.usda.gov) or FAX to (304) 284-7551.

For further information, please contact Charlotte Wertz, State Administrative Officer, at (304) 284-4742.

/s/ William P. O'Donnell acting for

RONALD L. HILLIARD  
State Conservationist

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